



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

HALL OF RECORDS  
320 WEST TEMPLE STREET, ROOM 380  
LOS ANGELES, CALIFORNIA 90012-3215  
PHONE: (213) 974-0381 FAX: (213) 621-2681

J. TYLER McCAULEY  
AUDITOR-CONTROLLER

April 18, 2005

TO: Supervisor Gloria Molina, Chair  
Supervisor Don Knabe  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

**SUBJECT: eCAPS Project Status Report – March 2005**

These bi-monthly project status reports are to keep your Board apprised of progress in meeting deliverables and identifying issues that may affect successfully implementing this enterprise application (eCAPS Project). The CIO is providing project oversight and quality assurance during the project.

The main focus of the eCAPS Project for the last two months has been working on a variety of project tasks to begin preparing the staff and the application to successfully meet the July 1, 2005 go-live date. These include setting up an environment for testing; beginning the performance testing of the application; testing the interfaces to department systems; loading the new application with final values for use in FY2005-06; completing training for departmental co-trainers and beginning end-user training.

**Project Status**

<b>Project On Schedule:</b>	Yes
<b>Project Within Budget:</b>	Yes
<b>Issues Requiring Attention:</b>	Department Interfaces Applications / Reports
<b>CIO Oversight Concerns:</b>	Yes

The eCAPS Project remains on schedule for implementing the new financial system on July 1, 2005. There are, however, several interim deliverables, such as interfaces and completing reports where some tasks have been delayed. Alternative approaches have been implemented bringing these tasks back in line with the project schedule and not affecting the implementation date.

### **Project Accomplishments This Period**

Project accomplishments for the previous two-month period include:

- Completed the training for County co-trainers in early April both on the application material and on presentation skills.
- Continued the software testing of software modifications delivered to meet County business requirements. Began Integrated System Testing of each functional area. Testing has resulted in 63 reported issues / concerns of which 36 have been resolved to date.
- Worked with departments to finalize Chart of Accounts values to meet their departmental business needs on July 1<sup>st</sup>. Table values will be verified while testing during April, May and June.
- Issued internal control plan guidelines for payments and encumbrances based on the design of the upgraded application.
- Completed the training plan for departmental trainers. Over 200 departmental employees were provided an overview and orientation to the Advantage application in all functional areas and completed a trainer skills session.
- Began testing interface files for inbound interfaces from departments for legacy applications that will be sending files to eCAPS, such as department applications requesting warrants, DHS procurement and patient accounting applications and DPW's financial application. Files are being tested and feedback was provided to departments. Approximately, 56% have been completed.

### **Planned Activities for Next Reporting Period**

The eCAPS Project Team's focus for the next two-month period is in three major areas: conducting end user training for staff; completing software and interface testing; and developing reports for July 1<sup>st</sup>. Activities include:

#### **Training**

- Finalizing training materials for general end user training which begins April 12<sup>th</sup>;
- Finalizing the training material for all functional areas by end of April;
- Establishing a "practice environment" for department staff to use to improve their skills after training and in preparation for the July 1<sup>st</sup> implementation.

#### **Software and Interface Testing**

- Completing software testing of all modifications;
- Completing the Integrated System Testing for each functional area;
- Completing the testing of files from departments for inbound interfaces;
- Completing the design and developing outbound interfaces to send information from eCAPS to other legacy applications;

- Conducting System Performance Testing to assure the application can meet or exceed all contract performance criteria.

### **Reporting**

- Completing the functional design for all reports planned to be available on July 1 and begin developing application reports for all functional areas.

## **Project Issues and Corrective Actions - Developing System Interfaces / Reports**

### **Interfaces – Inbound and Outbound**

The February Status Report identified that the project was behind in developing both inbound and outbound interfaces and needed to address this issue aggressively so that it would not negatively impact the implementation schedule of the project.

This was done. As of April 15<sup>th</sup>, 56% of the inbound interfaces have been successfully tested; compared to none when we last reported. Departments have been cooperative and the project team, ISD and the Auditor-Controller have shifted resources to aggressively address this issue. We now believe that the eCAPS Project Team has a good handle on this issue, and it will not affect the implementation date.

The second part of the interface issue relates to files the eCAPS Project will be sending to departments – outbound interfaces. The eCAPS Project Team has completed the design of these interfaces and will focus on the creation and testing of these files after the inbound interfaces are nearly complete. The same aggressive approach will be applied to this task with project, ISD and Auditor-Controller staff, and we are confident that the eCAPS Project Team has a good handle on this issue and that it will not affect the implementation schedule.

Departments will still need to test these outbound files in their legacy systems and make any necessary changes by the July 1, 2005 implementation date. The eCAPS project team and Advisory Committee will closely monitor all departments receiving files, and ISD will be working with the departments they service to assure the successful receipt of eCAPS information.

### **Report Development**

The eCAPS Project has identified 146 reports across the functional areas being implemented and, to date, 53 have been completed. The original project schedule anticipated that this activity would have been completed by the end of March. To address this delay, the Project Team is shifting staff to the reporting area as the software development phase is being completed. The Advisory Committee will closely monitor this area. It is important that the required reports are available on July 1<sup>st</sup> when the departments begin using the new application.

## **Other Issues**

In addition to interfaces and reports, departments will be experiencing additional work as they assess the impact of the eCAPS Project design on their business procedures, provide trainers for the project, and begin sending staff to training.

## **CIO Oversight Concerns and Recommendations**

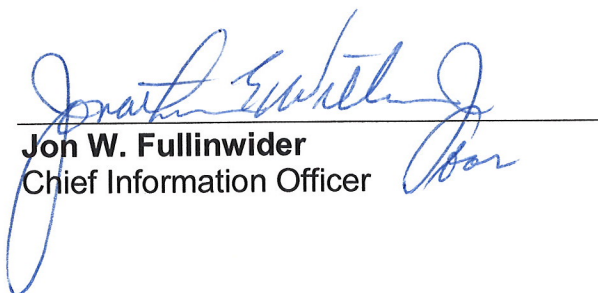
The development of inbound and outbound interfaces is critical to both successful testing of the eCAPS application and assuring department business processes are not disrupted. Good progress has been made and this is an area that we will continue to closely monitor.

The system performance testing which is currently being conducted is critical to a smooth implementation in July. We will be closely monitoring this issue to ensure that both application and network performance issues are identified and quickly addressed.

JTM:rad

c: Chief Administrative Officer  
eCAPS Advisory Committee  
Information Systems Commission  
County Counsel

Reviewed by:



**Jon W. Fullinwider**  
Chief Information Officer